

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1370.74 CHG 2

2/14/92

TRANSMITTAL OF OFFICE AUTOMATION TECHNOLOGY AND SERVICES  
SUBJ: (OATS) ADVISORY INFORMATION

1. PURPOSE. This change transmits procedural changes for inclusion in Appendix 1, Procedural Advisory Broadcast (PAB).
2. EXPLANATION OF CHANGES. OATS implementation coordinators (OIC) should assure site coordinators (SC) and others with the need to know are advised of contents of broadcasts 91-1-1 and 91-1-2. These procedural broadcasts provide directions for moving and relocating equipment which is under warranty or maintenance and delaying installation or changing installation locations..
3. DISPOSITION OF TRANSMITTAL. This transmittal should be retained after filing the attached pages.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		Page i (thru x)	2/14/92
		Within Appendix 1 Pages 1 thru 4 (thru 10)	2/14/92
		Within Appendix 1 Pages 11 thru 18 (thru 24)	2/14/92

*for Rita A. Freeman*  
Gary D. Titsworth  
Manager, Office Automation  
Technology and Services Branch



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APPENDIX 1. PROCEDURE ADVISORY BROADCASTS (PAB)Figure 1. PAB No. 91-1-1, Moves and Changes  
(Relocation of Equipment) Affecting Warranty or Maintenance.

1. PURPOSE. Provides directions for assuring equipment relocation when it is covered by AT&T under warranty or purchased maintenance.
2. DISTRIBUTION. Working draft was distributed to OATS implementation coordinators (OIC) in August 1991.
3. ACTION. The moves and changes form Figure 1-1, FAA Form 1370-26, OATS Equipment Moves, Changes, Rearrangements, and its directions are for use not only during maintenance purchases, but anytime equipment is relocated and must be identified for warranty or maintenance services.
4. BACKGROUND. A working draft of directions for assuring properly documented moves and changes were distributed to OICs in August 1991. After that working draft was distributed, AT&T relocated the receiving point for the moves and changes form. The "old" address appears on the form; a stop order was placed on printing and stocking of the form, FAA Form 1370-26 (NSN: 0052-00-909-8000). The merger of NCR with AT&T is causing another move of the AT&T receiving point.  
  
Figure 1-1 provides a copy of the revised form with the currently, corrected AT&T address. As changes occur, revisions to this PAB will be made and distributed to assure current versions of the form are available for use.
5. FORMS. Because FAA Form 1370-26 (9-91), OATS Equipment Moves, Changes, Rearrangements, may be subject to frequent address changes, this form will no longer be stocked at the FAA Logistics Center (formerly the Depot). Local reproduction of the form is authorized.
6. GENERAL.
  - a. Without current moves and changes information, required hotline and maintenance service could suffer. For example, if a work station was relocated to another facility, it might be in a different zone and might not be eligible for service at that location. Furthermore, an AT&T service dispatch to the location of record, when the equipment has been moved elsewhere, could result in a service charge without repair if the relocation information had not been provided to AT&T.

Figure 1, PAB No. 91-1-1 (Cont.)

b. To avoid problems, keep the location and configuration of hardware covered by OATS maintenance current through use of FAA Form 1370-26, OATS Equipment Moves, Changes, Rearrangements. Moves and changes information not only appraises the vendor of equipment location, but facilitates configuration and inventory management, permits efficient problem response, and assists in OA planning. Completing the moves and changes form after you discover maintenance problems and want service will most likely delay that response.

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Appendix 1Figure 1. PAB No. 91-1-1  
Figure 1-1. FAA Form 1370-26

OATS Equipment Moves, Changes, Rearrangements				Effective Date	
See reverse side for completion and distribution instruction.			Reference Order Number		
SECTION 1. Items Affected					CONCURRENCES
					RTG. SYMBOL
(Attach separate sheet for listing items when multiple units are moved en masse, e.g., server on LAN.)					INITIAL/SIG.
					DATE
CLIN	DESCRIPTION	SERIAL NUMBER	RTG. SYMBOL		
			INITIAL/SIG.		
			DATE		
			RTG. SYMBOL		
			INITIAL/SIG.		
			DATE		
			RTG. SYMBOL		
			INITIAL/SIG.		
			DATE		
			RTG. SYMBOL		
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			DATE		
			RTG. SYMBOL		
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			DATE		
			RTG. SYMBOL		
			INITIAL/SIG.		
			DATE		
			RTG. SYMBOL		
			INITIAL/SIG.		
			DATE		
SECTION 2. RELOCATING FROM			SECTION 3. RELOCATING TO		
(Workstation CPU serial no.)			(Workstation CPU serial no.)		
AT&T Installation Location Code:			AT&T Installation Location Code:		
Organization Title:	Facility Identifier/Routing Sym:	Organization Title:	Facility Identifier/Routing Sym:	DATE	
Street Address	Street Address	RTG. SYMBOL			
City	State Zip	City	State Zip	INITIAL/SIG.	
Commercial Phone Number:	Commercial Phone Number:	DATE			
( )	( )				
SECTION 4. RELOCATION APPROVED BY					
Requester: (S&E Coordinator releasing units)					Date:

Figure 1, PAB No. 91-1-1 (Cont.)  
Figure 1-1. FAA Form 1370-26 (Cont.)

## GENERAL INSTRUCTIONS

If the equipment is under AT&T warranty or maintenance, AT&T must be alerted of relocations immediately in order to assure continuity of service. If maintenance is requested of AT&T from a "new" site and AT&T has not been advised of the relocation, AT&T will not service the equipment there. This form is designed to capture relocation of a workstation.

Section 1, Items Affected, may not provide enough space to list all components when entire systems or multiple systems are relocated. List components for these systems on separate sheets and attach them to the signed form.

Sections 2 and 3 must be completed for all submissions. When components of one workstation are moved to another, cite the serial numbers of the affected CPUs in these sections. For moves of entire systems, attach a listing of affected CPUs. If relocations are either from or to more than one site, separate to cite one-to-one site relocations on individual forms.

## FORM PREPARATION INSTRUCTIONS

1. Type (print legibly) all requested information on the form.
2. Cite the effective date of the relocation in "Effective Date" block.
3. In block "Reference Order Number," cite the appropriate OATS order number. If the change is occurring during the initial 90-days (or authorized extension of it) acceptance/warranty period, insert the delivery order number under which the system was ordered. If the change is affecting separately-ordered maintenance, cite the delivery order number under which the system's maintenance coverage was ordered. NOTE: Only systems moving from/to like zones can be changed through use of this form. If zones are affected, follow other established procedures for making move changes.

## DISTRIBUTION OF COPIES

Ensure Sections 1, 2, and 3 are completed, and Section 4 is signed before distribution:

<b>Original copy</b>	<b>AT&amp;T National Control Center DOT/OATS Project, 3d Floor/POD B 3033 Chain Bridge Road Oakton, VA 22185</b>
<b>One copy</b>	<b>OIC of SC receiving the system</b>
<b>One copy</b>	<b>Releasing property custodian</b>
<b>One copy</b>	<b>Retained by OIC of releasing SC</b>
<b>One copy</b>	<b>Retained by the releasing SC</b>



APPENDIX 1. PROCEDURE ADVISORY BROADCAST (PAB)  
Figure 2. Broadcast No. PAB-91-1-2, On-Site Delayed  
Installation and Change to Installation Location

1. PURPOSE. Establishes procedures for handling "on-site installation" delays in installation and/or changes to installation location. Provides a standard operating procedure (SOP) to be used by DOT/FAA and AT&T contracting staff for addressing delays and moves which were not addressed in the delivery order (DO) or its attached configuration statement.

2. DISTRIBUTION. Working draft distributed to OATS implementation coordinators (OICs) 9/18/91; copy of draft also attached to OIC telecon notes of 9/18/91.

3. ACTIONS. AT&T and DOT/FAA contracting staff implemented contents of this SOP on September 20, 1991. OIC/IRM should provide a synopsis to end users and instructions in accordance with respective OIC/IRM's management policies. OIC/IRM will be the point of contact for implementation.

4. BACKGROUND.

a. The SOP addresses DOT/FAA contracting problems which occur when ordering organizations are not able or willing to accept on-site installation at the time and place specified in the DO. Additionally, the problem with AT&T making timely coordination is addressed as a condition for determining the actual date of full and complete delivery of the equipment.

(1) For AT&T, the problem is the inability to bill for orders delivered, but for which the ordering organization is not ready for installation or has decided to change the installation location.

(2) The SOP provides methods for ordering organizations and AT&T project coordination officer (PCO) to adjust installation times/locations without prior formal DO modification.

(3) The SOP provides guidelines for when there is a need for formal action to modify DOs, generally when ordering organizations and AT&T PCOs cannot complete their coordination in a timely manner.

(4) The SOP details conditions (usually ordering organization's failure/refusal to take appropriate action) under which the contracting officer will consider requests from AT&T for a unilateral modification of the DO.

b. Receipt of ADP equipment by an organization requires a great deal of coordination. It is not unusual for organizations to experience break-downs and glitches in the execution of installation plans. Therefore, specific procedures are needed to address providing flexibility in scheduling/re-scheduling the installation of delivered products. All procedures described within this PAB are no cost changes unless they specifically state that a new procurement request (PR) is required to address a change in requirements, in those instances, the PR is treated as a new independent action.

Figure 2. PAB No. 91-1-2 (Cont.)

5. DEFINITIONS.

a. Contracting Officer (CO) response time to an AT&T petition for unilateral CO modification. The FAX date/time stamp on the AT&T request is sufficient for establishing initiation of CO response time.

b. Full and complete delivery. All the components are delivered at that location and comprise a DO or portion of a DO which can be invoiced.

c. Local Installation. Installation specified on the DO at logical delivery address. A logical delivery address is building, complex, campus, installation or other normal grouping of buildings/facilities or temporary buildings. (As of July 10, 1991, all of the Oklahoma City Mike Monroney Aeronautical Center or all of the Atlantic City Technical Center are examples of logical groupings. The 800 Independence Ave., SW, and 400 7th St., SW, Washington, DC, addresses are examples of non-logical groupings.)

d. Re-shipping. Defined as the movement of hardware and/or software to another location outside of the logical delivery address. The re-shipping must be performed by other than AT&T, or an AT&T subcontractor, performing specified or implied duties as part of the requirements of another OATS DO.

e. Start of the test and acceptance period. The delivery date used to calculate the start must be at least 14 calendar days after the initial coordinating call was made by the AT&T project coordinator to the DOT/FAA consignee or site coordinator (SC) specified on the DO. This ensures that, should AT&T not conform to the coordination requirement (14 days out), DOT/FAA SCs are not adversely impacted in their ability to effect timely coordination of installation. The delivery date may be adjusted by the DOT/FAA consignee/SC and AT&T project coordinator to compensate for less than 14 days notification before the arrival of the equipment. More specifically: (1) If the coordination call is made between the 14th and 30th day before the specified delivery date and the material is delivered on the specified date, there is no adjustment. (2) If the coordination call is made 10 days before the delivery date, then the date for calculating adjusted delivery date is four days after the actual delivery.

6. FORMS. The formats prescribed within this PAB are recommended examples to be used when constructing required memorandums. These formats are not preprinted nor are they centrally stocked.

7. ADMINISTRATIVE PROCEDURES.

a. Delay of Installation after Equipment Delivery Has Been Made.  
Situation 1. Delay of installation within the test and acceptance period -- When the OATS DOT/FAA consignee/SC requests a delay of the installation services, specified in the DO, and the new requested installation date is within 35 calendar days after full and complete delivery then at least one of the following actions must be taken.

Figure 2. PAB No. 91-1-2 (Cont.)

(1) The DOT/FAA consignee/SC and the AT&T project coordinator have the authority to coordinate a new date which is within 14 calendar days of full and complete delivery. Neither the DOT/FAA SC nor the AT&T project coordinator are required to obtain CO/COTR approval. Test and acceptance and warranty period will commence upon completion of the ready for use (RFU) certificate.

(2) When the date coordinated between the DOT/FAA consignee/SC and the AT&T project coordinator is after the 14th calendar day after full and complete delivery, then CO/COTR notification and approval is required. However, test and acceptance period shall commence five days after full and complete delivery (except installation) has occurred.

(a) Through the AT&T contracting officer, the AT&T project coordinator must notify the COTR and request authorization to commence the test and acceptance period. See attached Figure 2-1, Example Memo for Commencing Test and Acceptance Period, for request format.

(b) The COTR will investigate/review the request for initiation of test and acceptance without installation. The DOT/FAA CO will accept or reject the request within three working days.

(c) When the DOT/FAA CO has approved initiation of test and acceptance without installation, AT&T may elect to submit an invoice to the government for products and services rendered when the test and acceptance period expires. This invoice may not charge for installation service that has not actually been completed by the date of the invoice.

(3) The DOT/FAA consignee/SC requests a delay of installation that is within the test and acceptance period but fails/refuses to coordinate for the receipt of the installation service within 35 calendar days of delivery. Test and acceptance and the warranty periods shall be construed to have begun on the fifth day following full and complete delivery of ordered material without regard to the originally scheduled installation date.

(a) Inventory and claim of the materials will be assumed to have been completed by the DOT/FAA consignee/SC on the 35th day unless the DOT/FAA consignee/SC produces other documentation establishing an earlier date.

(b) Through the AT&T contracting officer, the AT&T project coordinator must petition for an DOT/FAA CO unilateral DO modification to remove the on-site installation instructions and corresponding installation hours from the DO. See attached Figure 2-2, Example memo to Delete 4500J, for request format.

(c) The COTR will investigate/review the request for unilateral DO modification. The DOT/FAA CO will accept or reject the request within three working days.

(d) AT&T may elect to submit an invoice to the government for products and services rendered when the test and acceptance period expires whether the equipment is in use or not.

Figure 2. PAB No. 91-1-2 (Cont.)

b. Delay of Installation Beyond Test and Acceptance Period. Situation 2: Delay of installation beyond the test and acceptance period -- When the DOT/FAA consignee/SC requests a delay of installation services, specified in the DO, and the new installation date will cause the installation date to be a date later than 35 calendar days after the date of the full and complete delivery of the product to be installed (delivery date specified on the DO or adjusted delivery date or actual date of delivery, whichever is later), one of the following two procedures must be implemented. In the event that neither of the two options is exercised and actual installation has not been completed within 60 calendar days of the full and complete delivery, then situation 2 will be the assumed circumstance.

(1) The consignee/SC may authorize an AT&T representative to inventory the items delivered and verify the completeness of the order (or file claims, as appropriate) to the government's representative. Following the inventory (and fulfillment of claims, if necessary), the Government assumes responsibility for any shortages that are subsequently detected. The inventory activity will consume one "journeyman installer" hour designated for local installation, per computer inventoried. (One hour is specified because DO may include other than the standard one hour of labor for installation.) Therefore, to receive local installation, a subsequent PR (PR) must be initiated and routed through the DOT/FAA CO for issuance of a DO to AT&T for on-site installation service.

(a) This action, i.e., initiation of a subsequent PR as evidenced by the initiation date assigned in the system for acquisition management (SAM), must be initiated by the DOT/FAA consignee/SC no later than 30 calendar days after delivery; coordinated with the responsible AT&T project coordinator; and completed no later than 34 calendar days after delivery. This places the responsibility on the DOT/FAA to coordinate the action in a timely manner and not exceed the normally expected test and acceptance period.

(b) A subsequent installation DO shall be for the same conditions and have the same time allocated as the original deliver order. A request for other types of installation shall be treated as a new delivery or task order.

(2) The consignee/SC may inventory the items received and acknowledge full receipt of items ordered or identify missing items. Following the inventory (and replacement of missing items, if necessary), the government then assumes responsibility for any shortages or damage subsequently detected. The DOT/FAA consignee/SC would then coordinate with their AT&T project coordinator to modify the DO to remove the local "journeyman installer" hours.

(a) Through the AT&T contracting officer, the AT&T project coordinator must petition for a DOT/FAA CO unilateral DO modification to remove the on site installation instructions and corresponding installation hours from the DO. See attached Figure 2-2, for request format.

(b) The COTR will investigate/review the request for unilateral DO modification. The DOT/FAA CO will accept or reject the request within three working days.

Figure 2. PAB No. 91-1-2 (Cont.)

c. Movement of Equipment to other Locations Prior to Completion of Specified Installation. This section provides procedures for dealing with equipment that is re-shipped prior to installation services being performed. In the event that neither of the two options is exercised and actual installation has not been completed within 60 calendar days of the full and complete delivery, then situation 2 will be the assumed circumstance.

(1) Re-shipping. (See definitions.) This provision on AT&T re-shipping ensures that AT&T retains responsibility when the actions required by two or more DOs are intermingled. This also requires that AT&T complete and forward the required forms for move and change notification even if not specified in any of the intermingled DOs. There are special conditions. Reshipments normally require delays or rescheduling of installation. In addition to the following conditions, all conditions of the previous section (Delay of Installation after Equipment Delivery Has Been Made) must be met. Additionally the DOT/FAA consignee/SC must allow AT&T at least 14 calendar days to reschedule the installation location and time. This section addresses relieving the contractor of responsibility for damages incurred during re-shipping. Nothing in this section is to be interpreted to relieve the contractor of responsibility for inherent product defects.

(2) AT&T representative performing inventory at SHIP TO address.  
Situation 1. The DOT/FAA consignee/SC may elect to have an AT&T representative perform an inventory of the delivery items at the SHIP TO address specified on the DO to verify delivery of all items as ordered. The AT&T ready for use (RFU) certificate will be completed and the test and acceptance period will start on the date of inventory. If this is done, claims will be honored by AT&T based on this inventory. Performance of this inventory will consume one hour of Journeyman Installer time allocated for local installation, per computer inventoried. (One hour is specified because DO may include other than the standard one hour of labor for installation.) No COTR/CO notification or approval is required. AT&T shall have satisfied the requirement to perform the one hour standard installation for each unit inventoried. Nothing in this section is to be interpreted to relieve the contractor of responsibility for inherent product defects.

(a) Through the AT&T contracting officer, the AT&T project coordinator must notify the COTR and request concurrence of commencement of the date of the test and acceptance period. See attached Figure 2-1, for request format.

(b) The COTR will investigate/review the request for initiation of test and acceptance without installation. The DOT/FAA CO will accept or reject the request within three working days.

(c) When the DOT/FAA CO has approved initiation of test and acceptance without installation, AT&T may elect to submit an invoice to the Government for products and services rendered when the test and acceptance period expires. This invoice may not charge for installation service that has not actually been completed by the date of the invoice.

Figure 2. PAB No. 91-1-2 (Cont.)

(3) DOT/FAA consignee/SC elects to perform inventory, file claim at SHIP TO address. Situation 2. The DOT/FAA consignee/SC may elect to perform an inventory and file a claim for missing or damaged material at the SHIP TO address specified on the DO. The DOT/FAA consignee/SC would then coordinate with the AT&T project coordinator to modify the DO. Inventory and claim of the materials will be assumed to have been completed by the DOT/FAA consignee/SC on the 35th day unless the DOT/FAA consignee/SC produces other documentation establishing an earlier date.

(a) The AT&T contracting officer on behalf of the AT&T project coordinator must petition for an DOT/FAA CO unilateral DO modification to remove the on site installation instructions and corresponding installation hours from the DO. See attached Figure 2-2, for request format.

(b) The COTR will investigate/review the request for unilateral DO modification. The DOT/FAA CO will accept or reject the request within three working days.

(c) Should no inventory be conducted, either by choice or default, AT&T need not honor claims for missing items or shipping damaged of the equipment at the new address.

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Appendix 1

Figure 2. PAB No. 91-1-2 (Cont.)

Figure 2-1. Example Memo for Commencing Test and Acceptance Period

TO: Mr. J. McNulty  
OATS Contracting Officer  
800 Independence Avenue  
Washington, DC 20591

FROM: Mr. J. Payne  
AT&T OATS Contract Manager  
8403 Colesville Road  
Silver Spring, MD 20910

RE: Request to Modify Delivery Order Test and Acceptance Period

AT&T requests authorization to commence test and acceptance without installation for the delivery order cited below. This request has been initiated due to the government site coordinator's inability to receive local installation service as ordered. The inability may be the result of extensive delays or movement of equipment to another location.

Information relative to this request follows:

Reason for request: Delay \_\_\_\_ Move \_\_\_\_ Move with a Delay \_\_\_\_

Delivery Order # \_\_\_\_\_

Government Contact \_\_\_\_\_  
TN \_\_\_\_\_

Quantity Of 4500J \_\_\_\_\_

Dollar Value \_\_\_\_\_

Thanks in advance for your attention to this request.

Sincerely,

J. Payne

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Figure 2. PAB No. 91-1-2 (Cont.)

Figure 2-2. Example Memo To Delete 4500J

TO: Mr. J. McNulty  
OATS Contracting Officer  
800 Independence Avenue  
Washington, DC 20591

FROM: Mr. J. Payne  
AT&T OATS Contract Manager  
8403 Colesville Road  
Silver Spring, MD 20910

RE: Request to Modify CLIN 4500J of Delivery Order

AT&T requests removal of the portion of CLIN 4500J attributable to local installation on the order (or portion of order) referenced below. This request has been initiated due to the government site coordinator's inability to receive local installation service as ordered. The inability may be the result of extensive delays or movement of equipment to another location.

Information relative to this request follows:

Reason for request: Delay \_\_\_\_ Move \_\_\_\_ Move with a Delay \_\_\_\_

Delivery Order # \_\_\_\_\_

Government Contact \_\_\_\_\_  
TN \_\_\_\_\_

Quantity Of 4500J \_\_\_\_\_

Dollar Value \_\_\_\_\_

Thanks in advance for your attention to this request.

Sincerely,

J. Payne